

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK FOR  
ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

**NOTICE TO PROPOSALS  
SPECIFICATION NO. 01-160**

The City of Lincoln, Nebraska intends to enter into a contract and invites you to submit a sealed proposal for:

**LEGAL SERVICES FOR ELDERS**

**MEETING OR EXCEEDING THE CITY OF LINCOLN'S  
SPECIFICATIONS**

Sealed proposals will be received by the City of Lincoln, Nebraska on or before **12:00 noon, Wednesday, August 29, 2001** in the office of the Purchasing Agent, Suite 200, K Street Complex, S.W. Wing, 440 S. 8<sup>th</sup> Street, Lincoln, Nebraska 68508. Proposals will be publicly opened and read in the Council Chambers located on the First Floor.

Submitters should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for proposals to arrive in the Purchasing Division, prior to the time and date specified above.

REQUEST FOR PROPOSAL  
LEGAL SERVICES FOR ELDERS CONTRACT SPECIFICATIONS

1. STATEMENT OF NEED AND PURPOSE

- 1.1 The Lincoln Area Agency on Aging (LAAA) is funded by the City of Lincoln and Lancaster County to provide specialized legal services for the elderly.
- 1.2 The purpose of this grant project is to provide specific legal services to older persons, age 60 and above who are residents of Lancaster County.

2. DURATION

- 2.1 The contract will be for a period of twelve (12) months from September 1, 2001 to August 31, 2002.
- 2.2 Option for renewal for two additional one-year periods, from September to August time frame.

3. SCOPE OF SERVICES

- 3.1 The grantee will be responsible to furnish the services of an attorney.
- 3.2 Provider must have gained admission to the practice of law in Nebraska "for 50 hours per week at 1.25 FTE..." and to engage in the following activities directed specifically to the elderly of Lancaster County:
  - 3.2.1. The provision of general and/or non-case specific legal information and referral services to 330 persons aged 60 and older.
  - 3.2.2. Legal information and referral service shall be provided for the purpose of assisting older persons to determine if their problems warrant legal action, what action might be taken, and the most appropriate source of assistance.
  - 3.2.3. The provision of legal counseling, representation, and other related legal services to approximately 55 eligible persons age 60 and over in prioritized civil matters, excluding fee-generating cases, without cost to those clients.
  - 3.2.4. See Special Conditions for eligibility criteria and service priorities.
  - 3.2.5. Provision of legal counseling and representation shall be for the purpose of protecting the well-being, rights, entitlements, and resources/assets of these clients.
  - 3.2.6. When necessary, these legal services shall be delivered in the client's residence or provided at other sites in the County.
  - 3.2.7. Community-education services will be provided in and from the Grantee's office, to include preparation of bulletins, some correspondence with agencies and organizations servicing the aged, inclusion of materials in the Grantee's and Lincoln Area Agency on Aging's newsletters, preparation of five informational articles for the Lincoln Area Agency on Aging's Life Lines Magazine and limited speaking engagements

4. SPECIAL CONDITIONS

- 4.1 Legal services provided under the contract will be carried out in cooperation with the Lincoln Information Service for the Elderly (LIFE), a direct service unit of LAAA.
- 4.2 The attorney will maintain regular communications with supervisory and counseling staff of LIFE for the purpose of coordinating service activities.

- 4.3 All legal services provided will be delivered in a manner which conforms to legal Services Standards of the Nebraska Department of Health and Human Services - Division of Aging and Disability Services. Further, the attorney will maintain a close, positive working relationship with the Division of Aging and Disability Services' Legal Services Developer.
- 4.4 Case preparation, research, correspondence, and other related activities will be conducted at the grantee's offices.
- 4.5 The grantee shall provide general and/or non-case specific information and referral services to persons who are age 60 and residents of Lancaster County.
- 4.6 This service will be provided by telephone and upon the request of the older person.
- 4.7 Legal counseling will be provided in the grantee's office, the client's home when necessary, or through appointments. Legal counsel will be required to have a minimum of a 4-hour legal clinic once a week to be held in the LIFE office.
- 4.8 The grantee shall deem any individual eligible to receive legal counseling and representation under the contract who is aged 60 or over, a resident of Lancaster County, and economically and/or socially needy as defined below:
  - 4.8.1. "Economically needy" for the purposes of determining eligibility shall mean the following:
    - 4.8.1.1. The family unit of the individual seeking assistance shall have total liquid assets of less than \$10,000, excluding the principal residence (after adjustments for outstanding indebtedness) and an individual gross annual income of less than 150 percent of the current Federal Poverty Guidelines:
    - 4.8.1.2.
 

Number of Persons in Household	150% of Federal Guidelines
1	\$ 12,885
2	\$ 17,415
3	\$ 21,945
4	\$ 26,475
5	\$ 31,005
  - 4.8.2 "Socially needy" for the purpose of determining eligibility shall mean that the elderly person has significantly diminished personal abilities to the extent that the person may not be able to fully protect their own interests, provide for their own basic needs, and assure their own safety and well-being.
  - 4.8.3 Without the provision or intervention of legal services, they will unnecessarily suffer deprivation of necessary food, clothing, shelter or care, loss of entitlements due to them, infringement of civil rights, and/or the loss of assets/resources.
  - 4.8.4 Legal counseling and representation will be provided in the following descending order of priority:
    - 4.8.4.1 Protective services, including but not limited to abuse prevention, financial exploitation, defense of guardianship and conservatorship proceedings, durable powers of attorney, and nursing home resident rights.
    - 4.8.4.2 Public benefits, including but not limited to social security, veterans' benefits, food stamps, Medicaid (except for spousal impoverishment), supplemental security income, and Medicare.
    - 4.8.4.3 Housing and essential services, including but not limited to tenant's rights, utilities, and public housing.

- 4.8.4.4 Health care, including patients' rights, health care powers of attorney, and living wills.
- 4.8.4.5 Debt collection when there is a meritorious defense, when a repayment agreement is possible, or when assets are subject to attachment or garnishment.
- 4.8.4.6 Spousal impoverishment.
- 4.8.4.7 Wills.
- 4.8.4.8 Dissolution of marriage, where income is affected.
- 4.8.4.9 Consumer fraud.
- 4.8.5 At the end of this contract year, the Grantee and the Lincoln Area Agency on Aging shall review the above criteria, with the Legal Services staff from the Nebraska Department of Health and Human Services - Division of Aging and Disability Services, and with the Division Administrator of Lincoln Information For the Elderly (LIFE), and any changes necessary will be present in next year's contract.

## 5. GENERAL SPECIFICATIONS

- 5.1 The bidder shall indemnify and hold harmless the City, its members, its officers and employees from and against all claims, damages, loses, and expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage,, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than goods, materials and equipment furnished under this contract, including the loss of use resulting therefrom; is caused in whole or part by any negligent act or omission of the bidder, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.
- 5.2 In any and all claims against the City or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 15.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.
- 5.3 All services provided by the grantee through this contract shall be documented.
- 5.4 A monthly statistical report of these activities shall be prepared by the grantee and submitted to LAAA and the Nebraska Department of Health and Human Services - Division of Aging and Disability Services.
- 5.5 Reports must conform with instructions issued by the Nebraska Department on Aging (see item 6).
- 5.6 Each bidder agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, or marital status.
  - 5.6.1 In the employment of persons, bidder shall fully comply with the provisions of Chapter 11.08 of the Lincoln Municipal Code and shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, disability, national origin, age, or marital status.

6. INSTRUCTIONS

- 6.1 Please furnish firms name, address, and phone number.
- 6.2 Years established and former names.
- 6.3 Describe the extent to which these facilities are handicapped accessible.
- 6.4 Identify the location from which the service will be provided.
- 6.5 Submit the name(s) and a complete resume for the attorney(s) who will be responsible for the delivery of service.
  - 6.5.1 Furnish proof of admission to the practice of Law in the State of Nebraska
- 6.6 Describe the general organizational, staffing, and operational arrangements through which the service will be provided.
- 6.7 Describe the availability of clerical support, access to legal reference materials, and consultative support.
- 6.8 Submit a complete resume for the attorney(s) who will be responsible for the delivery of service.
- 6.9 Describe the extent and nature of previous legal practice experience with the elderly and in the specific legal service areas identified in Section 4.8.4. entirely.
- 6.10 On the form provided, submit a line-item budget identifying all costs which will be attributed to the Grant Contract.
- 6.11 Identify the percentage of time, based on a 40 hour work week, of all personnel who will be committed to the program. Attach budget narrative as necessary

7. EVALUATION

- 7.1 Proposals will be evaluated on the following points:
  - 7.1.1 Cost vs. attorney time committed.
  - 7.1.2 Previous experience in relevant areas of legal practice.
  - 7.1.3 Capability to provide the service.

Note: Acceptance of any proposal or portion thereof is contingent upon receipt of sufficient funds by the project from the City of Lincoln/Lancaster County.

8. CONTACT PERSON

- 8.1 Questions concerning work to be performed can be directed to:  
Mr. DeLayne J. Peck, Director  
Lincoln Information for the Elderly (LIFE)  
129 North 10th Street, Room 222  
Lincoln, NE 68508  
Phone: 441-6175
- 8.2 Questions concerning this proposal process can be directed to:  
Mr. Vince M. Mejer, CPPO, C.P.M.  
Purchasing Agent  
440 S. 8<sup>th</sup> St., Ste. 200  
Lincoln, NE 68508

9. APPENDIX

- 9.1 Appendix is attached to show past services.
- 9.2 Appendix is to be used as an example not as a statement of services to be provided under this contract.

**PROPOSAL  
SPECIFICATION NO. 01-160**

**BID OPENING TIME: 12:00 NOON  
DATE: Wednesday, August 29, 2001**

The undersigned bidder, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which include Request for Proposal, Instructions, and all other conditions of the Proposal, agrees to sell to the City the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents.

**THE REQUIREMENTS FOR:  
LEGAL SERVICES FOR ELDERS**

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**BIDDING SCHEDULE**

Fee Schedule \_\_\_\_\_

The undersigned signatory for the Firm/Individual represents and warrants that he has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.

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**NOTE:**

**RETURN 5 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.**

**MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS:**

**SEALED BID FOR SPEC. 01- 160**

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\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
BY (Signature)

\_\_\_\_\_  
STREET ADDRESS or P.O. BOX

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
CITY, STATE      ZIP CODE

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
EMPLOYER'S FEDERAL I.D. NO.  
OR SOCIAL SECURITY NUMBER

\_\_\_\_\_  
ESTIMATED DELIVERY DAYS

Refer - 6.10

BUDGET SUMMARY:

I.	<u>Personnel</u>	<u>Percent Assigned</u>	<u>Cost</u>
	Identify all positions.		
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	Total Personnel		=====
II.	<u>Supplies</u>		
	Office Supplies		_____
	Postage		_____
	Minor Equipment		_____
	Education & Training Materials		_____
	Total Supplies		=====
III.	<u>Other Services and Charges</u>		
	Local Travel		_____
	Printing		_____
	Photocopy		_____
	Communications & Utilities		_____
	Building Space		_____
	Schools and Conferences		_____
	Other - Specify _____		_____
	Total Other Services		=====
IV.	<u>Building Space</u>		=====

# STATISTICAL ANALYSIS FOR DELIVERY OF LEGAL SERVICES TO THE ELDERLY

(12 month period - January through December, 2000)

Number of Unduplicated Persons Served: (total served - 658 cases)	451
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Number of Persons Below Poverty Level:	198
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<b>Persons Aged:</b>	60-74	247
	75 and Over	204

<b>Minorities:</b>	Black	12
	American Indian	0
	Hispanic	14
	Asian	3
	Russian	3

<b>Types of Services:</b>	
Brief Service:	209
Actual Cases Opened:	449
Visits to Homebound Elderly:	64

<b>Types of Cases:</b>	
Consumer/Finance:	66
Probate and Family:	241
Protective Services:	8
Other: (Rights Enforcement)	12
Health:	248
Housing:	59
Income Maintenance:	14
Miscellaneous:	10

<b>Community Education:</b>	
Number of Community Programs:	6
Number in Attendance:	300